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71-2351

4 May 1971

MEMORANDUM FOR: Deputy Director for Plans

Tom:

When I became Assistant Deputy Director for Administration on 1 January 1952, I was asked to prepare "Diary Notes" at the close of business each day and to have them on Mr. [redacted] desk by 0830 the next morning. Over the years I have continued this practice of preparing "Diary Notes." They are not really meant to be a diary, but I have found them useful for keeping people on my immediate staff up to date on what I have done. They also substitute for Memoranda for the Record, which would otherwise have to be written, and they refresh my memory from time to time.

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Recently several people who are writing histories in the Support Directorate asked to talk with me. I decided that, if I really want to be helpful, I should reexamine these "Diary Notes" whenever I can find a few minutes from time to time. I have been doing this, and it occurs to me that some of these notes would be just as useful to DD/P historians. I am therefore sending along some samples and shall be happy to continue doing this as I proceed to review my notes if you would like to have them. If you want them, please let me know whether you would like them to be sent to you or to some other point in your Directorate.

/s/ L. K. White

L. K. White

Attachment

Two envelopes

Exec. Dir.

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SECRET